

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-3103

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Personnel

IDENTIFICATION TAGS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction outlines when and how identification (ID) tags are issued to Air Force service members and when they are to be worn (or in the individual's possession). This instruction sets forth identification tag policy for Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for ID tags. This publication may be supplemented at any level; all MAJCOM supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. It implements Air Force Policy Directive (AFPD) 36-31, *Personnel Affairs*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through appropriate channels, to the Force Support Organization and Readiness Division, AF/A1XO, 1040 Air Force Pentagon, Washington, DC, 20330-1040. Process supplements that affect any military personnel function in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. This Instruction requires collecting or maintaining information protected by the *Privacy Act of 1974*, System of Records Notices (SORN) F036 AF PC Q, Personnel Data System (PDS) apply and are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include AF/A1X and AF/Surgeon General (SG)3/5 responsibilities, Red Medical Alert Identification Tag procedures, updated office symbols and added tier waiver authority information.

1. Responsibilities.

1.1. Director, AF/SG3/5 will:

1.1.1. Subject to availability of Congressional appropriations, fund the purchase of Red Medical Alert ID tags for all Air Force Medical Service (AFMS) facilities.

1.1.2. Direct the Medical Treatment Facilities (MTF), Reserve Medical Units (RMUs), RegAF, Air Force Reserve Command (AFRC), and Air National Guard (ANG) Aeromedical Evacuation Squadrons (AESs), and Guard Medical Units (GMUs) that already possess an ID Tag embosser to continue to follow established local procedures for producing Red Medical Alert ID tags and subject to availability of Congressional appropriations, continue with the funding, maintenance, and repairs of that device. Ensure medical staff will adhere to DoD 6025.18R, DoD Health Information Privacy Regulation dated January 2003, Section C3.4.

1.1.3. Develop a process and standardized form for all MTFs to ensure the proper information is placed on the Red Medical Alert ID tag.

1.2. Director, AF/A1X will:

1.2.1. Direct Force Support Squadron (FSS) Military Personnel Section (MPS), and Installation Personnel Readiness (IPR) office to continue to follow established procedures for producing ID tags IAW this instruction. In addition, FSS/MPS IPRs will continue to fund, maintain and repair ID embosser machines, subject to availability of Congressional appropriations.

1.2.2. Provide policy on ID tags to include Red Medical Alert ID tags. Policy will be coordinated with AF/SG3/5 to ensure policy and procedures continue to adhere to governing guidance.

1.3. Commander of Wing/Installation FSS/MPS will:

1.3.1. Develop a Memorandum of Understanding (MOU) with the installation Medical Commander to outline processes for producing the Red Medical Alert ID tag, the frequency of production and distribution to members' readiness folders. (T-1)

1.3.2. Ensure the IPR office has the funding to maintain, repair and replace as needed subject to availability of Congressional appropriations, the ID Tag embosser at the IPR office. (T-1)

1.3.3. Ensure IPRs provide training to designated MTF personnel on the use of the ID Tag embosser located at the IPR office. (T-1)

1.3.4. Ensure IPRs provide access to the ID Tag embosser at the IPR for designated medical personnel. (T-1)

1.4. Commanders of Local MTFs, Reserve Medical Units (RMUs), RegAF, AFRC, and ANG Aeromedical Evacuation Squadrons (AESs), and Guard Medical Units (GMUs) will:

1.4.1. Establish guidance based on issuance (policy)/directive for Red Medical Alert ID tags. (T-1)

1.4.2. Develop a MOU with the installation Force Support Squadron Commander and MPS Commander to outline processes for producing the Red Medical Alert ID tag, the frequency of production and distribution to members' readiness folders. (T-1)

1.4.3. Designate a medical POC (i.e. medical readiness) who will be responsible for making the Red Medical Alert ID Tags, ensure the correct medical information is printed on the tags (i.e. medical abbreviations), Aeromedical Services Information Management Systems (ASIMS) is updated and the Red Medical Alert Tags are taken back to the MTF for distribution to the proper units. (T-1)

1.4.4. Develop a process for the medical Unit Deployment Manager (UDM) to get the Red Medical Alert ID tags to other base organization UDMs. (T-1)

1.4.5. Geographically Separated Units (GSU's) will contact the nearest Air Force Medical Treatment Facility to obtain their Medical Alert ID tags. (T-1)

1.5. Unit Commanders will:

1.5.1. Ensure one set of ID tags are issued to each individual. (T-1)

1.5.2. Ensure each individual understands when and how ID tags are worn. (T-1)

1.5.3. Inspect the accuracy of ID tags annually to ensure information contained on them is accurate and complete. (T-1)

1.6. Unit Deployment Manager will:

1.6.1. Retain ID tags for individuals assigned to deployment positions as required by local policy. (T-1)

1.6.2. Optionally, keep ID tags in a central location within the assigned unit when not in use by the individual.

1.6.3. Ensure procedures are in place to check out ID tags when needed by the individual. (T-1)

1.7. MPS Commanders will:

1.7.1. Ensure procedures are in place for preparation and issuance of ID tags as required by this instruction. (T-1)

1.7.2. Ensure procedures are established to dispose of improperly prepared or surrendered ID tags in the most economical method locally available according to AFI 33-332, *Privacy Act/Information Program*. (T-1)

1.8. Airmen will:

1.8.1. Wear or have ID tags in their possession while performing duty as an aircrew member. (T-1)

1.8.2. Wear ID tags while participating in a contingency or contingency exercise. (T-1)

- 1.8.2.1. A contingency is defined as an emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. This includes any duty in a declared war, hostile fire, imminent danger zone, peacekeeping or humanitarian operation and rotational Temporary Duty (TDY) operations.
- 1.8.2.2. A contingency exercise is defined as a military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. It may be a multinational, joint, or single-Service exercise, depending on participating organizations.
- 1.8.3. Wear or have ID tags in their possession when otherwise directed by their supervisor or commander.

2. Issuance of ID Tags.

2.1. Issue ID tags:

- 2.1.1. Upon entrance into RegAF or Air Reserve Component.
- 2.1.2. When information contained on ID tag is invalid or ID tags are missing.
- 2.1.3. MTFs issue Red Medical Alert tags. (T-1)
- 2.1.4. Upon notification of deployment for civilian personnel.

2.2. An ID tag set is defined as two tags, one long-length neck chain, and one short-length neck chain.

2.3. ID tags and chains can be ordered through Base Supply using the following National Stock Numbers (NSN):

- 2.3.1. ID tag - NSN 8465-00-242-4804. (100 tags per box)
- 2.3.2. Chain necklace - NSN 8465-00-261-6629. (100 sets per box, one long and one short neck chain)

2.4. ID Tag Content.

2.4.1. Each tag has a capacity for five lines of type, 18 spaces to the line, and is embossed by a machine provided for that purpose. The following are the contents of each line:

2.4.1.1. First line - Name (last name, first name, and middle initial). If entire name does not fit on first line, emboss the last name only on the first line. The first name and middle initial then fall on the second line, and the information prescribed for each of the remaining lines advances to the succeeding line.

2.4.1.2. Second line - Social Security Number (SSN) beginning with the first space. **EXAMPLE:** 123-45-6789. Leave two blank spaces and put the letters **AF**.

2.4.1.3. Third line - Blood type. Abbreviate Rhesus (Rh) factor (POS for positive or NEG for negative).

2.4.1.4. Fourth line - Leave blank unless lines two and three carry over.

2.4.1.5. Fifth line - Designation of religious preference. Record the religious preference of the individual using one of the following options:

2.4.1.6. If 18 characters or less, spell out the preference. See Table 2.1 for examples.

Table 2.1. Religious Preference – 18 Characters or Less Examples

Religious Preference	ID Tag Annotation
Church of Christ	CHURCH OF CHRIST
Baptist	BAPTIST
Roman Catholic	ROMAN CATHOLIC
Muslim	MUSLIM
Hindu	HINDU

2.4.1.7. If designation is more than 18 characters, utilize abbreviations for ID Tag annotation. Table 2.2 provides examples for guidance only and may be adapted to fit the preference expressed by the individual; it is not an all-inclusive list.

Table 2.2. Religious Preference – More than 18 Characters Examples

Religious Preference	ID Tag Annotation
Seventh-day Adventist	7-DAY ADVENTIST
U.S.A Presbyterian Church	US PRESB CHURCH
Southern Methodist Church	SOUTH METH CHURCH
United Methodist Church	UN METH CHURCH
Christian-No Denominational Pref	CHRIST - NO DEN PREF
Baptist Churches, Other	BAPTIST -OTHER
Christian Unity Baptist	CHR UNIT BAP
Church of the Nazarene	CH OF NAZARENE
Orthodox Presbyterian Church	ORTHO PRESBYTERIAN

2.4.1.8. If an individual does not wish to designate a preference or make a statement, emboss NO RELIG PREF as the ID Tag annotation. If desired, the individual may choose to leave the fifth line, *Religious Preference*, blank.

3. Reissuing Limitations.

- 3.1. Reissue ID tags only to replace lost tags or to correct changed or erroneous data.
- 3.2. Do not reissue ID tags to correct administrative errors. Examples are:
 - 3.2.1. Name is correct but does not contain punctuation.
 - 3.2.2. SSN is correct but does not contain hyphens.
 - 3.2.3. Religious preference is embossed on the fourth line versus the fifth line.

4. Wear of ID Tags.

4.1. Wear ID tags (regular or medical) around the neck unless such wear creates a valid safety problem. Example would be precluding injuries to aircrew members during ejection or bailout.

- 4.1.1. When around the neck, tags are worn underneath the appropriate garment. Example would be under shirt or blouse.

4.1.2. One tag is placed on the longer length necklace and one tag on the shorter necklace. The shorter length necklace with tag is suspended from the longer length necklace with tag.

4.1.3. ID tags may be carried in the pocket when safety factors preclude wear around the neck.

4.1.4. ID tags cannot be worn or on the person when working on electrical equipment or systems.

4.1.5. Items such as bottle openers, knives, and so on, cannot be worn on the ID tag chain.

DANIEL R. SITTERLY, SES, SAF/MR
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and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-31, *Personnel Affairs*, 27 September 1993

AFI 33-119, *Air Force Messaging*, 24 January 2005

AFI 33-129, *WebictectManagement and Internet Use*, 3 February 2005

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

Prescribed Forms

There are no prescribed forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AES—Aeromedical Evacuation Squadrons

AF— Air Force

AFI— Air Force Instruction

AFPD— Air Force Policy Directive

ARC— Air Reserve Component

DRU— Direct Reporting Units

FOA— Field Operating Agencies

GMU—Guard Medical Unit

HQ AFPC— Headquarters Air Force Personnel Center

ID— Identification

IMA— Individual Mobilization Augmentee

MAJCOM— Major Command

MTF—Medical Treatment Facility

MPS— Military Personnel Section

NSN— National Stock Number

OPR— Office of Primary Responsibility

PA— Privacy Act

PII— Personal Identifying Information

RDS— Records Disposition Schedule

Rh— Rhesus Factor

RMU—Reserve Medical Unit

SG—Surgeon General

SSN— Social Security Number

TDY— Temporary Duty